

I. DUTIES AND RESPONSIBILITIES

DUTIES

The incumbent is assigned a geographic area within which he/she is responsible for planning, coordinating and directing the survey, control, and regulatory functions for the programs conducted within the area. Twenty-five percent or more of his/her time is spent on each of two or more of these functions. Assignments are characterized by requirements for a thorough working knowledge and alertness to potentially harmful insects, plants, and diseases; the exercise of judgment and experience involved in the application and interpretations of rules, regulations and laws in recommending or determining courses of action. More specifically, the incumbent:

1. Participates fully with the supervisor in planning, scheduling, and coordinating survey studies and control measures conducted within his/her assigned area by furnishing specific information about his/her work area, such as ways and means of conducting the work, staff and material necessary to conduct the work, the most desirable time to conduct the work to achieve the most productive results, the amount of acreage to be treated or surveyed, nature of the terrain and vegetation cover, etc.
2. Inspects and surveys properties for the presence of harmful plants, insects, and plant diseases. Inspections are made individually or by using lower graded employees under his/her direction. Properties inspected include, but are not limited to, farms, nurseries, orchards, fields, wooded areas, commercial and industrial sites, product packing and processing stations, or locations that may harbor pests or host plants. Incumbent determines the presence and extent of plant diseases, insects, or other plant pests. Reinspects formerly treated or inspected sites and surrounding areas to determine incidence or density of plant pests and effect of treatment operations.
3. Supervises and/or conducts approved control and eradication measures including the adoption of cultural practices, sanitation measures, and the application of herbicides, insecticides, nematicides, and fungicides in proper proportions or dosages. Also, supervises and/or conducts fumigation treatments of plant pests. Determines and ensures the proper dosage, time of exposure, temperature, and safety conditions are met to avoid damage to the products.
4. Enforces Federal and/or State plant quarantines and regulatory orders which restrict movement of plants, plant products, and equipment into or out of regulated areas with authority to quarantine products or equipment which he/she determines to be in violation of quarantine or regulatory orders. Issues certificates permitting the movement of articles or equipment out of the regulated area if regulatory requirements have been met. Reviews compliance agreements and determines whether the individual or organization concerned is working within the terms of the agreement.

5. Maintains extensive daily records of inspection work, control measures and regulatory procedures applied, and prepares reports on the activities and accomplishments within the assigned area. Maintains records pertaining to his/her assigned vehicle and is responsible for having it serviced. Prepares maps used in connection with survey activities.

6. Makes initial and follow up contacts with farmers, industries, farm groups, growers, shippers, equipment operators, city and county officials, product buyers, etc., for the purpose of explaining programs, quarantine requirements, and gaining the cooperation of individuals concerned.

7. May perform in a temporary duty capacity duties similar to those described above in connection with Emergency Programs operations.

Responsibility for the Work of Others

May provide assistance to lower graded personnel and seasonal employees in terms of coordinating their assigned work, answering routine questions about the assignments, or showing them proper methods of carrying out assigned tasks.

Other Considerations

The incumbent must exercise tact and judgment in every aspect of his/her daily work. Often he/she is the primary and only contact that individuals have with the Program, and the effectiveness of the program depends on gaining cooperation and willingness of the public to participate in the programs. Decisions he/she makes regarding quarantines and regulatory matters must be accurate as they can influence various phases of the programs as well as reflect on APHIS. The incumbent must keep abreast of new chemicals and pesticides and must keep informed on new or changed programs in order to effectively and efficiently carry out the work.

Supervision Received

Incumbent works under the general supervision of a Plant Protection and Quarantine Officer who assigns and reviews work. The supervisor assigns work to be carried out, describes the objectives of the work, and reviews new procedures or techniques to be followed. The incumbent has wide latitude for planning and scheduling the assigned work and for changing or modifying day-to-day work plans in the event of unanticipated emergencies or weather conditions. Work is reviewed by occasional spot checks of work, reinspection of treated areas, and work reports submitted by the incumbent. New or unusual problems are referred to supervisor for assistance.

(This position description cites the primary and typical but not all-inclusive duties of the position.)